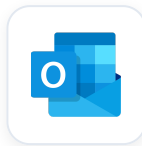


Results report

Outlook 365-Intermediate (FR)



Mr B Candidate

Group: Groupe principal
Score: 88/100
Test date: August 26, 2026

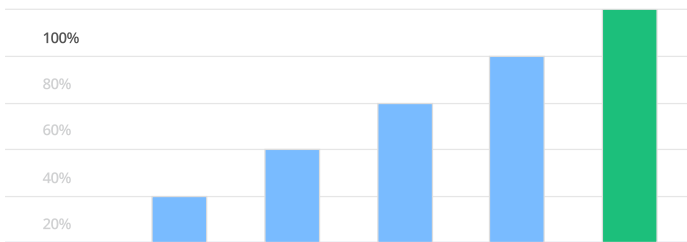


Score: 88/100

Outlook 365 Skills Assessment Summary The candidate demonstrates strong proficiency in Outlook 365, achieving 88/100. They excel at managing emails, tasks, and contacts, successfully handling signature creation, message formatting, and contact organization. They master calendar features including week number display and multi-calendar management. However, they struggle with advanced email-to-task conversion and note categorization. The candidate shows solid competency across environment settings and color-coding features, indicating comprehensive knowledge of core Outlook functionality with minor gaps in specialized task creation workflows.

1 Domains

Environment and Settings



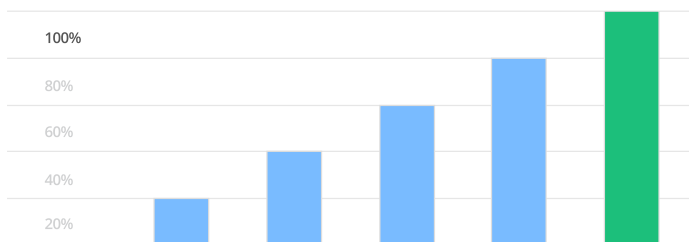
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their knowledge of the Outlook interface (ribbon, navigation pane, folders, inbox items); the customization of each item; and the use of the Out of Office Assistant and print options manager. Questions also cover data management, archiving and backup, and account creation and customization.

AI ANALYSIS OF ANSWERS

Environment and Settings covers Outlook interface customization, navigation pane management, folder organization, and account configuration. The candidate achieved a perfect 100% success rate across all five questions. The candidate demonstrates comprehensive mastery in two key areas: Interface Navigation and Customization, successfully completing practical exercises like displaying contact numbers and week numbers in the calendar; and Settings Management, where the candidate correctly identified signature buttons and applied color categories to items. The candidate's consistent performance across varying difficulty levels (from -0.73 to 2.36) indicates solid foundational knowledge of Outlook's core environment and settings features.

Emails



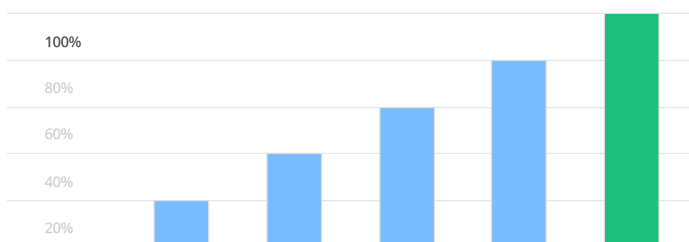
DOMAIN DESCRIPTION:

In this domain, candidates are tested on composing and sending email messages, email formatting, adding different types of attachments, and using Outlook features (cc: and bcc:, adding a signature, creating delivery and read receipts). This domain also includes using rules and alerts, message management, and searching for information in Outlook.

AI ANALYSIS OF ANSWERS

Emails domain focuses on composing, formatting, and managing email messages with Outlook features. The candidate achieved an 85.7% success rate, demonstrating strong overall competency. Email Composition and Formatting skills are well-developed, with the candidate successfully creating automatic signatures and defining readable message formats across practical exercises. Message Management and Organization show excellent capability, including marking messages as unread and attaching calendar appointments. However, the candidate struggled with one practical exercise on creating appointments by dragging emails (scored 0.0), suggesting a minor gap in advanced email-to-calendar integration techniques despite otherwise strong email management abilities.

Calendar and Tasks



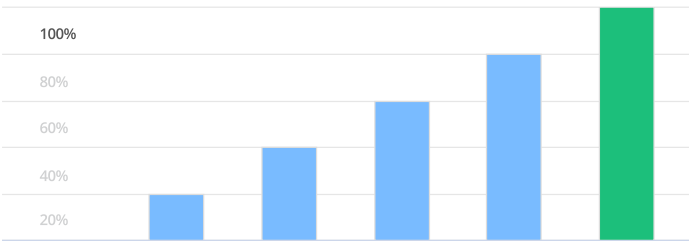
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their ability to manage an Outlook calendar and tasks (creating appointments and meetings with different options such as priority, recurrence, and reminders; receiving and responding to invitations; creating tasks; customizing the display; and printing a calendar), as well as their ability to manage delegation and sharing. At advanced levels, this domain also includes questions on task management (task creation, display, customization).

AI ANALYSIS OF ANSWERS

Calendar and Tasks domain encompasses appointment creation, meeting management, task organization, and calendar customization. The candidate achieved an 83.3% success rate, demonstrating solid competency. Calendar Management skills are strong, with the candidate successfully displaying additional calendars and managing week number displays in practical exercises. Task Creation and Management are well-developed, with the candidate creating both basic and detailed tasks effectively. However, the candidate encountered difficulty with one practical exercise on creating appointments by dragging emails (scored 0.0), indicating a specific weakness in this cross-functional feature despite otherwise proficient calendar and task management capabilities.

Contacts and Notes



DOMAIN DESCRIPTION:

In this domain, candidates are tested on Outlook contacts maintenance: adding new contacts; creating distribution lists that can be shared and distributed in different formats; displaying contacts in various ways and grouping them by criteria.

AI ANALYSIS OF ANSWERS

Contacts and Notes domain covers contact maintenance, distribution list creation, and contact organization. The candidate achieved an 83.3% success rate, showing strong overall performance. Contact Management skills are excellent, with the candidate successfully creating new contacts and generating contacts from received messages in practical exercises. Contact Organization and Sorting demonstrate solid capability, including proper color category assignment and address book sorting. However, the candidate struggled with creating and color-coding notes (scored 0.0), indicating a specific gap in notes functionality. Overall, the candidate shows strong contact management abilities with a minor limitation in the notes feature.

2 List of questions

NUMÉRO	IDENTIFIANT	TITRE	TEMPS PASSÉ	SCORE
1	OT365FR00050	Créer un rendez-vous en faisant glisser un mail	1mn15s	0/1
2	OT365FR00047	Identifier le bouton Signature	28s	1/1
3	OT365FR00043	Définir le format d'un message lisible par tous	38s	1/1
4	OT365FR00041	Créer une tâche avec détails Manip	2mn20s	1/1
5	OT365FR00071	Créer des notes et leur affecter une couleur/catégorie Manip	1mn16s	0/1
6	OT365FR00009	Créer une signature automatique Manip	1mn12s	1/1
7	OT365FR00066	Afficher les n° des semaines dans le calendrier Manip	28s	1/1
8	OT365FR00045	Attribuer des catégories de couleurs	44s	1/1
9	OT365FR00016	Joindre un rendez-vous du calendrier Manip	1mn11s	1/1
10	OT365FR00036	Afficher un autre calendrier Manip	26s	1/1
11	OT365FR00074	Trier le carnet d'adresses	18s	1/1
12	OT365FR00030	Créer un contact Manip	49s	1/1
13	OT365FR00039	Créer une tâche Manip	1mn04s	1/1
14	OT365FR00033	Afficher le nombre de contacts Manip	24s	1/1
15	OT365FR00075	Marquer un message en "non lu"	45s	1/1
16	OT365FR00031	Créer un contact à partir d'un message reçu Manip	18s	1/1

3 Other informations**Administrator comments**

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now